

INFORMAL CONFERENCE REQUEST FORM

Name: _____
(First) (MI) (Last)

Telephone Number: (Daytime) _____

Reason for the Request: _____

Briefly describe, in detail, information that would be helpful to the Board Member when conducting the telephone conference (This conference is to explain but not to supplement your previous application): _____

- This conference will not guarantee you acceptance to the current exam session.
- When the Board Member has had ample time to review your concerns, he/she will contact you at the telephone number listed on your request, if possible, within 30 days from receipt of your file. Please allow ample time for the file to be received via the postal service.
- You will only be granted an informal conference if your application has been reviewed and denied.
- Please indicate the best day and time of your work week when you may be reached: _____